

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Title:** Intake Clerk  
**Location:** Grand Rapids, Michigan  
**Closing Date:** March 14, 2011 (*Close of business*)  
**Salary Range\*:** CL 24/1 (\$34,356) to CL 24/61 (\$55,864)

*\*Starting salary dependent upon qualifications & experience*

The United States District Court for the Western District of Michigan is accepting applications for a full-time Intake Clerk position to be located in Grand Rapids. Intake Clerks perform various functions and are responsible for maintaining and processing case information; receiving and reviewing incoming court documents for conformity with federal and local rules, and performing customer service and cashier duties for the purpose of providing procedural information and collecting court fees.

### **Representative Duties** *Include but are not limited to:*

<b>INTAKE:</b>	Receives and stamps civil and criminal pleadings. Creates and processes new case files. Assigns appropriate case type and judge. Receives payments and issues receipts. Secures funds in cash register. Reconciles cash drawer at the end of the day.
<b>CUSTOMER SERVICE:</b>	Answers and routes incoming calls. Provides information to public, bar, and the court, telephonically and at counter.
<b>ATTORNEY ADMISSIONS:</b>	Verifies attorney's authority to practice. Responsible for attorney admissions and maintains attorney database.
<b>ADMINISTRATIVE:</b>	Sorts and processes mail. Monitors and responds to e-mails received from public, bar and other agencies. Prepares correspondence as necessary.
<b>PROFESSIONAL DEVELOPMENT:</b>	Participates in on-going training and professional development activities.
<b>OTHER:</b>	Performs other duties as assigned.

### **Mandatory Qualifications**

A person must be a high school graduate or equivalent, and must have two years of general work experience and a minimum of one year of specialized experience at CL 23 level.

*General Experience:* Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

*Specialized Experience:* Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

*Experience Substitutions:* Excess specialized experience may be substituted for required general experience.

*Education Substitutions:* Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals one year experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

### **Court-Preferred Qualifications**

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| ▶ Knowledge of legal terminology   | ▶ Detail-oriented                              |
| ▶ Excellent interpersonal skills and oral and written communication skills | ▶ WordPerfect/Computer experience              |
| ▶ Ability to manage several priorities at one time                         | ▶ Bachelors degree from accredited institution |

### **Benefits**

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health & life insurance, federal holidays, the leave accrual program, flexible spending program, and periodic salary increases.

### **Information for Applicants**

Qualified applicants should submit a letter of interest (*include how you heard about the posting*), references, and a completed AO 78\* (Application for Judicial Branch Federal Employment) form and send to:

Melanie Vugteveen  
U.S. District Court  
399 Federal Bldg.  
110 Michigan, NW  
Grand Rapids, MI 49503

\*The AO78 form and additional information about the U.S. District Court can be found at [www.miwd.uscourts.gov](http://www.miwd.uscourts.gov)

*Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The final candidate is subject to a complete background check.*

**EQUAL OPPORTUNITY EMPLOYER**